

Iowa's County Conservation System

mycountyparks.com  PORTAL

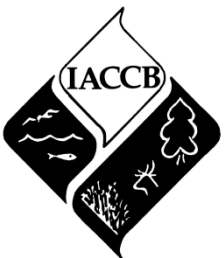
Statewide Intranet Initiative

**BEST
PRACTICES
MODULE
ADMINISTRATIVE
TRAINING MANUAL**

Prepared by MyCountyParks.com

System Administration

November 2013



mycountyparks.com 



Best Practices

GENERAL INFORMATION:

County conservation administrators have long needed a secure platform to solicit information, network, share ideas and pose questions - AND, to have it remain intact for a future reference and perhaps searchable via a “Key Word” search function. The concept of a “Directors Blog” of sorts has been bantered about for several years. So, the release of the **IACCB Portal** brings us this **Best Practices Module** – with all of the above conceptual thinking combined into one!

It is envisioned that this portion of the Portal will primarily be utilized by Directors for administrative, policy or area management communications. We hope to eventually direct all such questions to use this Portal tool and lessen the burden on the **IACCB Newsletter** to get the questions solicited. By receiving the direct email from IACCB on a particular subject, we also hope to experience an increase in participation from the new direct contact process.

GENERAL GUIDELINES:

1. **ADMINISTRATIVE PRIVILEGES** – You must have **County Administrator** security level privileges in order to update/modify your section of the **Best Practices** database. If you do not have a County Administrator in your county, please contact the System Administrator. You **MUST** be a County Administrator to work within the portal. Definitions follow:
 - **County Administrator** – Authority to work on ALL county-specific portions of MyCountyParks.com AND within all county-specific aspects of the IACCB Portal (ie: Ability to add and view your county **CONTACTS and REGISTERED USERS** only; Ability to view other counties **JOBS**, but not add or edit other counties jobs) *(Designated by Conservation Directors of System Admin.)*
 - **Portal User** – within the secure IACCB Portal: Full access to the **FILES Module** (add, edit, delete); access to “view only” in the **JOBS Module**; no access to the **BEST PRACTICES Module**; no access to **the CONTACTS Module**; ability to edit their profile. There is no access to any administrative privileges for MyCountyParks.com. This category is available to ALL CCB employees and conservation board members. *(Designated by County or System Administrators)*
2. **RESTRICTIONS** – Certain portions and aspects of the Portal will be restrictive inasmuch as you can only work on items that may be specific to your county. *(As outlined above)*
3. **GENERAL OVERSIGHT** – The System Administrator has exclusive authority over all material and data uploaded to MyCountyParks.com and the IACCB Portal. Should an occasion arise where the System Administrator deems material is controversial, offensive or inappropriate in any manner – it may be removed from either the Portal or MyCountyParks.com. The System Administrator will work with individual County Administrators to correct any such situations.

MyCountyParks.com & IACCB Portal System Administrator

Thomas F. Hazelton - IACCB@mycountyparks.com (515) 963-9582

mycountyparks.com PORTAL

CONTACTS FILES JOBS BEST PRACTICES MY ACCOUNT

Best Practices

Keyword Search From Date To Date Filter Show All Add New

Page size: 25 2 items in 1 pages

Topic	# Comments	Posted By	Date Posted	
Shower Restroom Designs	0	SYSADMIN	10/27/2013	delete
PARK MODEL CABINS	0	SYSADMIN	09/02/2013	delete

Page size: 25 2 items in 1 pages

Selecting "Add New" button opens Detail window below

mycountyparks.com PORTAL

CONTACTS FILES JOBS BEST PRACTICES MY ACCOUNT

Best Practice Detail

Start a new discussion based on Topic of your choice.

FEE vs. FREE BEACHES

Due to constant nudity, litter, drunkenness and poor behavior - our conservation board is considering charging an admission fee for use of the beach. Does anyone have policy statements or any insight from past experience they can share with us? Thanks for the assistance...
 Scott Nelson, Director
 Harrison County Conservation Board
 stnelson@HarrisonCountyParks.org

CB# 404H - NOT A BEACH p Select

Beach, User Fees, Nudity

Update

<< Back to Listing

ADMINISTRATIVE NOTES CONCERNING THE BEST PRACTICES MODULE

1. As previously mentioned – when posted, the **Best Practices Module** will immediately send an email to the **System Administrator**. At the earliest convenience, the email will be sent out to ALL 99 **County Conservation Directors** across the state. It will be received as written by the posting person (see sample), with perhaps a brief introduction in the cover email.
2. Notice of the posting may also be listed in an IACCB Newsletter if there is one that is going out in a timely manner – encouraging administrators to visit the portal and provide a response/input.

Information below corresponds with the like numbers in the boxes on page two.

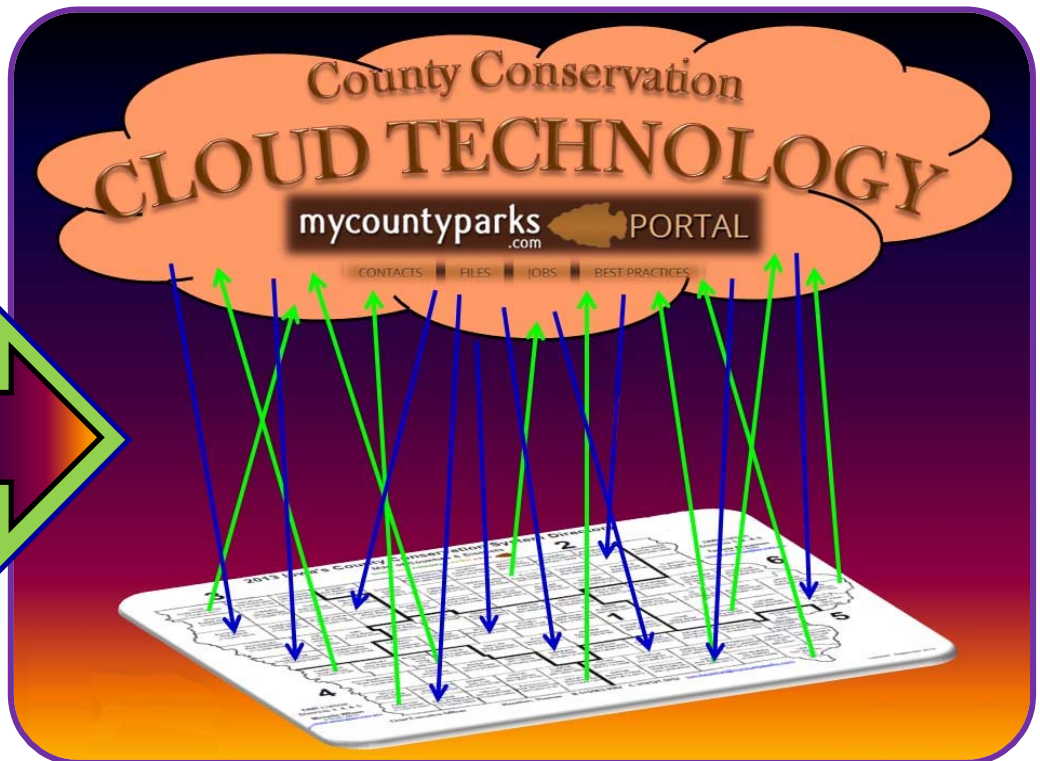
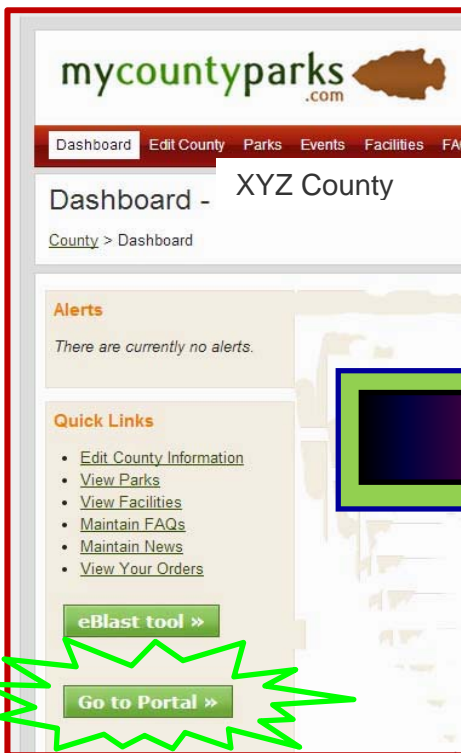
1. **Keyword Search** - Once this module becomes populated with many postings, you will be able to search all that has been posted to find any information on your subject of interest.
2. **From-To Dates** – You can select the date parameters of when you believe the information was posted should you believe you have an approximate range.
3. **Filter** – After entering information in either the Keyword Search or date range boxes, select this Filter button to activate the selected process.
4. **Show All** – This selection will show all of the Topics that have ever been entered within this section of the Portal. Keyword searching will assist in providing just those topics in your area of interest.
5. **Add New** – This is your selection button to initiate a new Topic for discussion. Please endeavor to make the Topic title fairly clear about what the discussion may be about.
6. **Topic Listing** – Titles of all topics that have been historically entered - sortable alphabetically.
7. **# Comments** – Indicates the number of comments/responses the specific topic has received.
8. **Posted By** – Indicates the County/System Administrator that provided the posted topic.
9. **Date Posted** – Indicates original date of posting – sortable chronologically.
10. **Delete Button** – ONLY AVAILABLE TO SYSTEM ADMINISTRATOR. Inasmuch as we hope to keep all posted topics and comments archived and searchable – deletion of postings has been restricted.
11. **Enter the Topic** – Please provide an informative topic title so that other users will recognize subject matter.
12. **Body of Discussion Matter** – Enter your question, description of issue/problem and provide your name and contact information for others to send you items if requested.

Attach File


13. Click on this button if you need to attach an electronic file. A Browse/Select option will open up for you to upload the selected file from your source.

Add a tag

14. Add a couple (or any number) of descriptive words about your posting that will assist others with searching for this discussion in the future. Click this button and a text box will open for your entries.
15. **Update** – Once you are satisfied with your posting – select this UPDATE button which will post it to the system and start the process rolling by initiating the automatic email alert to the System Administrator.
16. **Back to Listing** – returns you to the listing of historical entries.



SAMPLE of Immediate Alert Process at Posting.....

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CONTACTS FILES JOBS BEST PRACTICES MY ACCOUNT

Best Practice Detail

Provide your comments below based on current topic.
Topic: Shower Restroom Designs

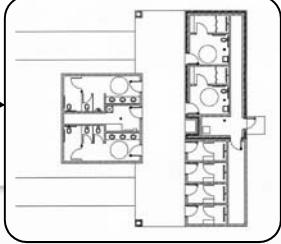
Thomas Hazelton Oct 27, 2013

Dave Sedivec, Mahaska CCB - is looking for shower & restroom designs that you like - AND would like to share. Please contact Dave directly to determine the best way for him to receive a copy of your information - OR, feel free to attach it here. Contact Dave at (641) 673-9327, sedivec@mahaskacounty.org

 [FLOORPLAN.jpg](#)


Tags: Shower design

(0) Comments




Posting in Best Practices Generates Instant Email

Best Practices Notification Inbox x


 info@mycountyparks.com 8:38 PM (0 minutes ago)

to info



The topic, Shower Restroom Designs, was created in the best practice system by SYSADMIN

Comment: Dave Sedivec, Mahaska CCB - is looking for shower & restroom designs that you like - AND would like to share. Please contact Dave directly to determine the best way for him to receive a copy of your information - OR, feel free to attach it here. Contact Dave at [\(641\) 673-9327](tel:6416739327), sedivec@mahaskacounty.org



This email notice will then be forwarded to ALL Directors